

Welcome to...

Contracts/Purchase Order Administration



Welcome and Introductions







Course Prerequisites



ü Change Discussion

ü RWD SAP 4.6C



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Monitor Performance
 - Modify Contract
 - Closeout Contract

Benefits of Contracts/Purchase Order Administration



- n SAP provides an automated means to:
 - Display NF533 reports
 - 1 Modify a contract and obtain approvals
 - 1 Review the final invoice and retire a contract



Course Schedule



	_Agenda Item	Time (hr)
1.	Introduction	00:30
2.	Background	00:45
3.	Topic 1: Monitor Performance	02:00
4.	Topic 2: Modify Contract	02:00
5.	Topic 3: Closeout Contract	02:00
6.	End of Course Review/Feedback	00:45
Total Course Time		08:00 hrs



Course Structure



Process Flows

Overview of key business processes and related SAP concepts

Demonstrations

Trainer-led examples of key SAP transactions

Exercises

Real-life business tasks using Core Financial business procedures

Training Course Feedback

 Assessment of course effectiveness using the on-line training course feedback form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and help content via the Intranet during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
 - Assist with completion of transactions in the SAP system



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3









Key definitions:

- Account Assignment Category: Specifies whether accounting for an item is to be effected via a cost center (K), project WBS (P), network (N), reimbursable (Y), or unknown (U).
- Estimated Price: Expected unit price for a line item.
- Estimated Total Value: Expected extended value of a line item.
- Expected Value: Value that the unplanned services or materials covered by the line items are not expected to exceed. This is the commitment/obligation amount. It is the equivalent of the Valuation Price for Supplies.
- Item Category: Identifier indicating the characteristics of an item as either a supply (Z) or service (D).





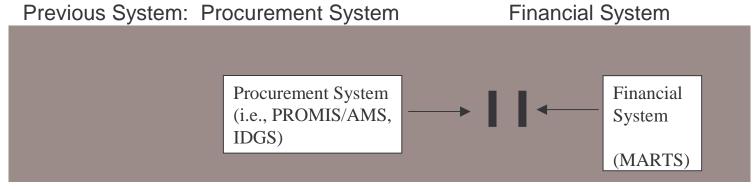
n Key definitions:

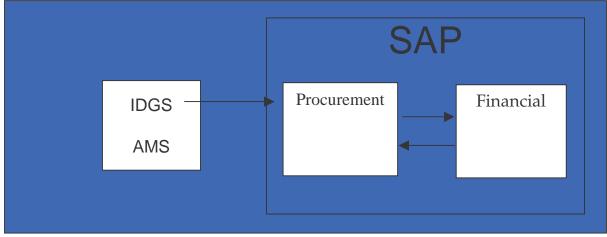
- Material Group: Materials and services that are grouped by their Product Service Codes (PSC) or Federal Supply Classification (FSC).
- Our Reference: A field used to record the DPAS rating.
- Overall Limit: Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed.
- Purchase Order: In SAP, this term refers to any award document that obligates funds.
- Total Estimated Requisition Amount: The total value of the Purchase Requisition to include all options.





- Differences between SAP and the previous system:
 - Many Separate Systems vs. Integrated Systems









Topic 1 Monitor Performance



Topic 1: Overview



- Monitor Performance
 - Display electronic NF533 report
 - Maintain electronic record of the modification



Topic 1: Objectives



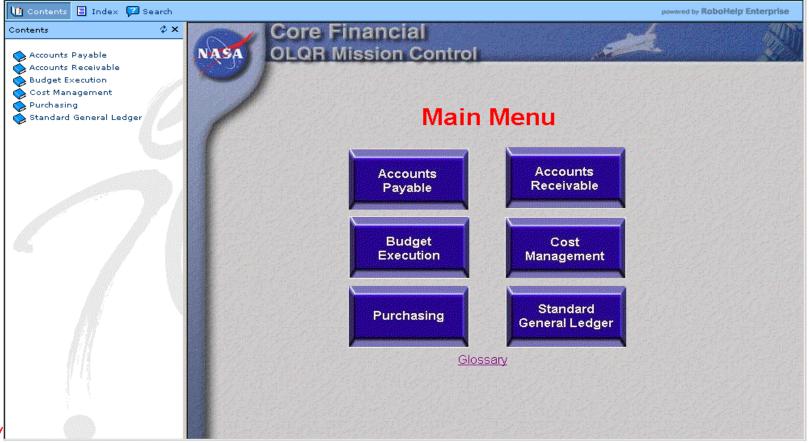
- Upon completion of Monitor Performance, individuals should be able to accomplish the following:
 - Analyze NF533 Reports Contractor Cost Reports (CCR)



Topic 1: Process Flow



Monitor Performance Process Flow from the OLOR



Demonstrations and Exercises Introduction





Demonstrations and Exercises



n Analyze NF533 Reports



Topic 1 Debrief



- The previous month/quarter estimates and actuals are compared.
- Costs for next month/quarter are projected.
- Submission of NF533s are monitored.
- Assess if modifications are needed.



Topic 2 Modify Contract



Topic 2: Overview



- Modify Contract
 - Determine modifications to award documents
 - Prepare and issue unilateral/bilateral modifications
 - Identify need to novate
 - Vendor level
 - Contract level



Topic 2: Objectives



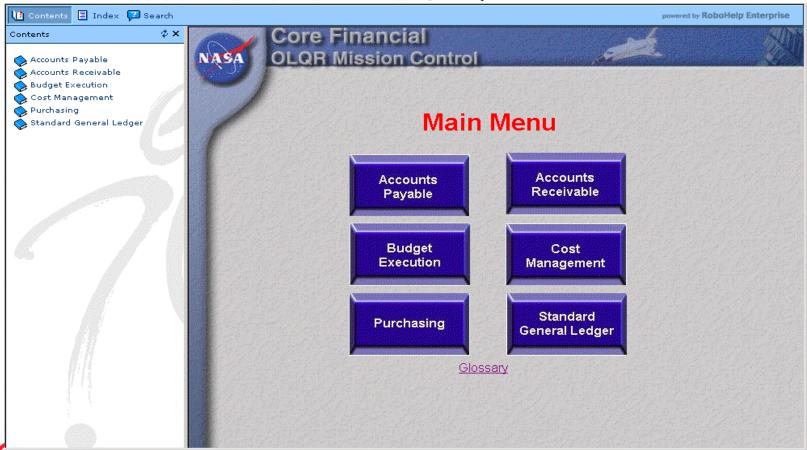
- Upon completion of Modify Contract, individuals should be able to accomplish the following:
 - Verify Funds
 - Prepare and Issue Unilateral Modification
 - Prepare and Issue Bilateral Modification
 - Distribute Modification
 - Cancel Modification
 - Create Novation Agreement



Topic 2: Process Flow



 Modify Contract and Perform Novation Activities Process Flows from the OLQR

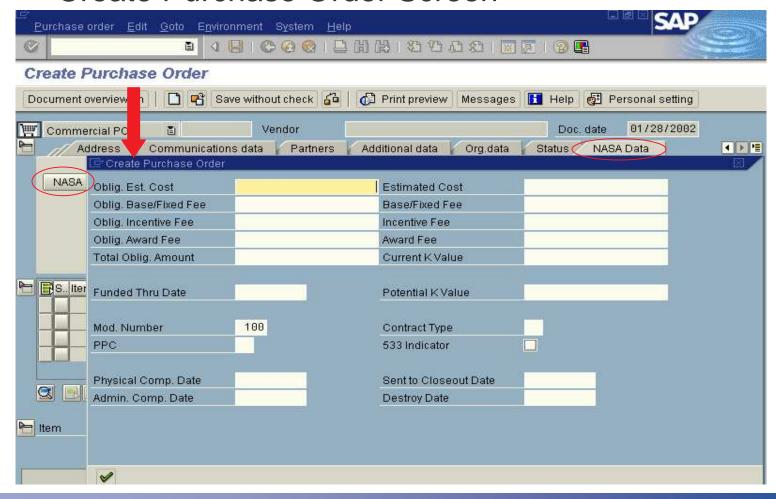




Screenshot



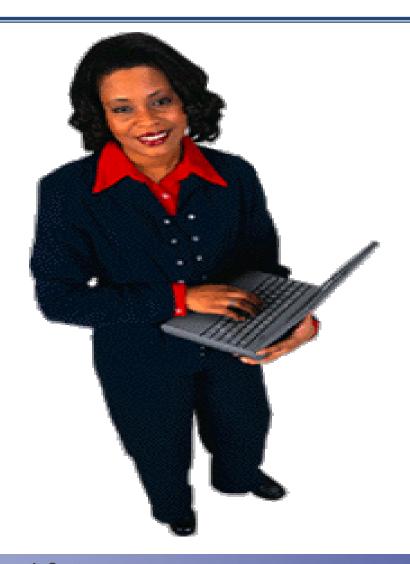
Create Purchase Order Screen





Demonstrations and Exercises Introduction







Demonstrations and Exercises



- n Verify Funds
- n Prepare and Issue Unilateral/Bilateral Modifications
- n Distribute Modification
- n Cancel Modification
- n Create Novation Agreement



Topic 2 Debrief



- Verify funds
- Unilateral versus bilateral modification
- Distribution of modifications to vendors via fax, email, or hardcopy
- Cancellation of the modification due to disapprovals and unresolved issues
- Novation Agreement for a modification
 - Vendor Level
 - Contract Level





Topic 3 Closeout Contract



Topic 3: Overview



- Close-out Contract Prerequisites
 - Contractual requirements complete
 - Submit final paperwork (i.e., final invoice/voucher)
 - Final payment
- Process Flow: Review Invoice and Close-out Contract
 - Proceed Accept Deliverables



Topic 3: Objectives

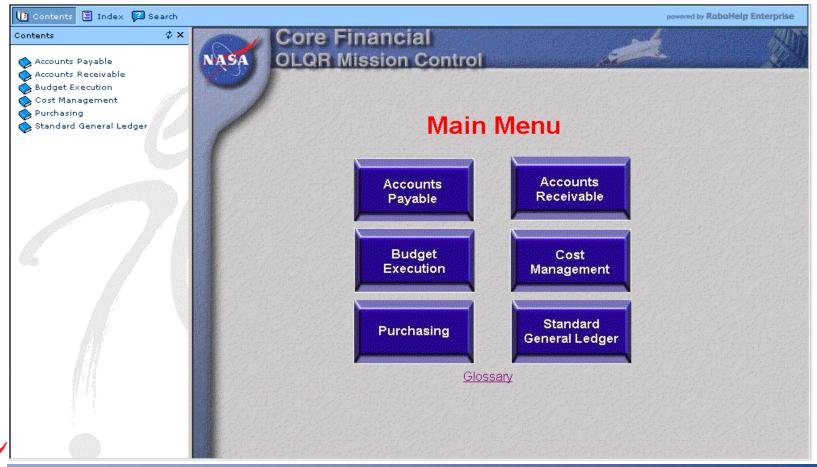


- Upon completion of Contracts/Purchase Order Administration, individuals should be able to accomplish the following:
 - Display Invoice
 - Disapprove Invoice
 - Approve Invoice
 - Retire Contract

Topic 3: Process Flow



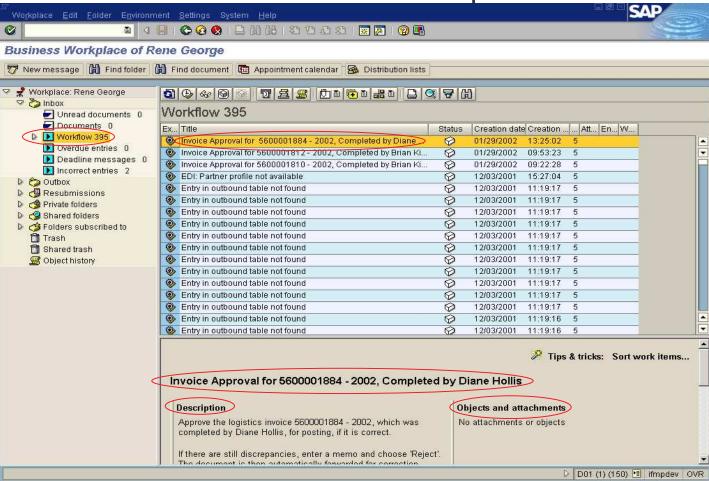
 Review Invoice and Closeout Contract Process Flows from the OLQR



Screenshot



Review Invoice: Business Workplace screen

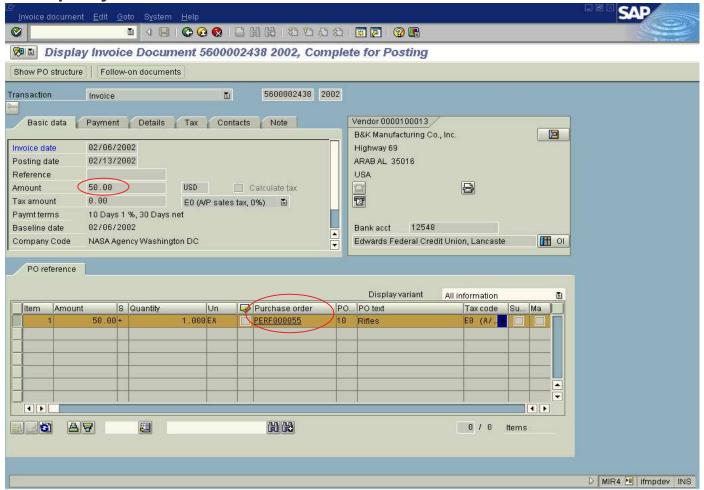




Screenshot



Display Invoice Document





Demonstrations and Exercises Introduction







Demonstrations and Exercises



n Retire Contract



Topic 3 Debrief



- The Buyer and Contracting Officer review the final invoice.
- The Buyer retires contracts that are administratively complete.



End of Course Review



Review Objectives & Expectations



Individuals here should now be able to:

Ü Monitor Performance

Ü Modify Contract

Ü Closeout Contract

Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



Extra Practice - SAP Training Instance



Use data from course training guide to practice transactions

The training database provides a "safe" environment to develop and practice skills without affecting production.



Congratulations!



Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
 http://www.zoomerang.com/recipient/survey-
 intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7
 - Complete and submit feedback by following the directions within the on-line form

